

**OFFICE OF
THE SHERIFF OF TOMPKINS COUNTY**

779 WARREN ROAD
ITHACA, NY 14850

KENNETH W. LANSING
SHERIFF



TEL: (607) 257-1345
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BRIAN P. ROBISON
UNDERSHERIFF

CIVIL FEE SCHEDULE

(Effective 01/01/2014)

FEES AND EXPENSES PAYABLE IN ADVANCE

Civil Process

Summons, Subpoenas	\$17.00 plus mileage	(3) copies per party
Orders (Citations) & Mandates	\$47.00 plus mileage	(3) copies per party

Eviction, RPAPL 221, Art.7 and RPL 233

"3 day" or "30 day" notices	\$17.00 plus mileage	(3) copies per party
Notice of petition & petition	\$62.00 plus mileage	(3) copies per party
Eviction/removal	\$107.00 plus mileage	Original & (4) copies
Order for possession or writ of assistance	\$107.00 plus mileage	Original & (4) copies

Income execution, CPLR 5231.

First Stage Only	\$49.00	Original & (5) copies
Second Stage Only	\$47.00	Original & (5) copies
Both Stages	\$86.00	Original & (5) copies

Income execution for support, CPLR 5241

(The sheriff can simply serve the 5241 income execution on the appropriate party, but will not manage the payments.)

Serve on debtor only	\$32.00 plus mileage	Original & (3) copies
Serve on employer only	\$32.00 plus mileage	Original & (3) copies

Order of Seizure, CPLR Art.71

Execute against one party	\$137.00
Each additional	\$57.00
If summons to be served	\$17.00 per party

Advances may be required, contact the Civil Division.

Attachment, CPLR Art.62

Execute and levy	\$72.00
Additional levy, each	\$57.00
Serve defendant, each	\$17.00
If summons to be served	\$17.00 per party

Documentation establishing defendant's interest is required.
Advances may be required, contact the Civil Division.

Property execution, CPLR Art.52**CPLR 5232(a) Third party**

Garnishee is not a financial institution or the garnishee is a financial institution but the targeted funds are not in a direct-deposit account with exempt funds	\$40.00 plus mileage	Original & (5) copies
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Garnishee is a financial institution and the funds targeted are in a direct-deposit account with exempt funds	\$100.00 plus mileage	Original & (5) copies
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CPLR 5232(b) Straight/demand

Tangible personal property like a motor vehicle, boat, machinery. Documentation establishing the debtor's interest in the property is required. If liens are involved, the name & address of the lienor should be provided to us as well as the status or outstanding balance due on any lien. The NYS Dept. of Motor Vehicles can provide the title & lien information when you fill out and send to them form no. MV-15.	\$100.00 plus mileage	Original & (5) copies
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Advances for a motor vehicle levy with a standard tow will be:	\$800 per parcel	
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<u>CPLR 5236 Real Property</u>	\$70.00 plus mileage	Original & (5) copies
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Advances for processing real property executions:	\$1000 per parcel	
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Execution, CPLR 5102

Real property	\$95.00 plus mileage	Original & (5) copies
Personal property	\$85.00 plus mileage	Original & (5) copies

Advances may be required, contact the Civil Division.

Civil Arrest, Judiciary Law Art.19

Arrest one person	\$57.00	Original and (3) copies
If committed (with subsequent discharge)	\$20.00	additional

Realty Deeds pursuant to court order, CPLR 5107

A proper deed, completed except for the execution date, Sheriff's signature and acknowledgment must be delivered to us, for each parcel, along with any other properly completed forms (e.g., NY State TP-584 Combined Transfer Gains Tax Affidavit, NY State RP-5217 Transfer Report), for each parcel.	\$67.00 plus	\$22.00 for each additional deed (includes mileage)
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*Multiple documents or process to be served usually means that multiple service fees will be required. If a party must establish that a certain document was served, and thus noted on the proof of service, then a service fee will be charged.

Any questions should be directed to the Civil Division